

California Department of Aging
Staff Services Manager II - Program Fiscal, Data, and Planning Team
STATEMENT OF QUALIFICATIONS

All applicants must provide a Statement of Qualifications (SOQ) to be considered. When preparing your Statement of Qualifications, you are required to follow these guidelines:

- The evaluation criteria on the Statement of Qualifications **MUST** be addressed and numbered in the same order as is listed on the bulletin.
- The information you provide must be complete and presented in a clear and concise manner.
- Responses must be typed, double spaced using an Arial font size no smaller than 12 point.
- Responses are limited to **one (1) single sided, typewritten page per item**.
- You must provide specific information in your response that demonstrates how your knowledge, skills, and training meet the Job Description and Duties and the Desirable Qualifications/Qualities required to assume this position.

STATEMENT OF QUALIFICATIONS QUESTIONS

1. Please describe your work experience, educational background and training that has prepared you to perform the day-to-day responsibilities of this position. Provide specific examples of your experience in managing these types of activities, the level of complexity and sensitivity involved, and practices that you have used and would continue to employ to be successful.
2. Describe your experience and ability to communicate effectively, including developing and delivering clear and persuasive written materials and oral presentations provided to peer management groups, Executive Management, Stakeholder groups, and other key entities. Specify the type of presentation or written document submitted and your specific involvement in preparing and presenting the information.
3. Describe any previous experience you have had in providing/managing programs, services or developing policies to assist older adults or adults with disabilities. Please describe the goal of this program, service(s), or policies and any observations you have as a result of these experiences.
4. Describe your experience performing contract/project management duties, including developing work plans, overseeing contract deliverables, monitoring contracts (program and fiscal), ensuring contract regulatory requirements are met, and maintaining professional working relationships with contract providers.
5. Please describe any previous experience you have had in supervision or management to create a team environment, set expectations, acknowledge employees, create professional development opportunities, and coach employees. Include an example of an initiative that you implemented that supports your response.